



## Capital Planning Committee

### Capital Plan for FY2021 (July 1, 2020 – June 30, 2021) 5-Year Plan for FY2021 – FY2025

Date: Thursday, January 30, 2020

Time: 5pm-7pm

Location: Town Manager's Conference Room, Arlington Town Hall Annex, 730 Mass Ave.

#### Minutes

Attendance: Ida Cody,  
Charlie Foskett  
Phyllis Marshall,  
Chris Moore,  
Angela Olszewski,  
Sandy Pooler,  
Brian Rehrig,  
Timur Kaya Yontar.

Not in attendance: Joseph Barr,  
Stephen Andrew, Advisor,  
Michael Mason,  
Julie Wayman, Management Analyst.

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**Meeting Opened:** Mr. Yontar called the meeting to order at 5:07pm. The minutes of the meeting of January 2, 2020 were reviewed, amended and unanimously approved (moved by Mr. Pooler, seconded by Ms. Olszewski) with one change naming the subcommittee members to prioritize capital projects in the next process.

**Meeting Schedule:** The Committee reviewed the upcoming meeting schedule: February 13, 2020 will be a review of the presentation to the Finance Committee and the subcommittee on software will present at a later date. Mr. Yontar clarified that the Feb. 26, 2020 date is the deadline for submission of the presentation to the Finance Committee one week in advance. The Finance Committee meeting of March 4, 2020 begins at 7:30pm and the Capital Planning Committee budget will be presented.

**Updates on Draft Five-Year Plan:** Mr. Yontar reported that Ms. Marshall would be meeting tomorrow with the Mr. Rademacher, the Construction Manager (CMR) and the Owner's Project Manager to discuss DPW facility project cash flow. The Subcommittee will meet on Monday, February 3, 2020 at 10am to discuss the draft plan further.

**Deliverable Review Subcommittee:** Meeting with Al Tosti of Finance Committee, Town Manager Adam Chapdelaine and Deputy Town Manager Sandy Pooler, Phyllis Marshall, and Ida Cody.

- It was suggested that a template be developed in advance of Subcommittee meetings with departments for review of capital plans submitted for the fiscal year.
- Consider spending more time on larger capital projects that require decisions from other Committees or groups and require multiple years of funding for completion. Scheduling a couple of spring meeting dates following Annual Town Meeting to discuss would be helpful in advance of the fall schedule for the Capital Planning Committee meeting. Examples include playgrounds, and building improvement projects. It was proposed that meetings on May 21, 2020 and June 4, 2020 proposed for the Capital Planning Committee.
- Some changes might be considered for the CPC Report to Town Meeting and if changes are implemented, then the budget presentation to Finance Committee should include any of the changes.
  - Clearly define General Fund capital projects funded by cash, bond issue, or other
  - Clearly define Enterprise Fund capital projects funded by cash, bond issue or other
  - Include Water and Sewer capital projects in the report even though the Town Meeting vote is separate from the Capital Planning vote.
  - Reconfigure the tables for FY20 and FY21 to reflect the change in format. FY22 will only report the new tables.

**First Review of CPC Presentation to Finance Committee:** Pages and Presentation of the pages were distributed to Committee members and due to Julie Wayman not later than February 11, 2020 so the presentation can be assembled before the CPC meeting on February 13.

Mr. Yontar: draft and present pages 2-7, 36, 38, 39 and present pages 11, 12, 14

Mr. Pooler: draft and present pages 8-10, 20, 21, 35

Mr. Rehrig: draft pages 11, 12, 14, 31, 35

Ms. Oslzewski: present page 31

Mr. Barr: draft and present page 13 and **new page** on playgrounds and informal policy to address the need

Ms. Cody: draft and present pages 16 – 19

Mr. Foskett: draft and present pages 22-25

Mr. Moore: draft and present pages 26-29 and **new page** for roads in FY21

Ms. Marshall: draft and present page 33-34, talk with DPW for schematic page 1

Ms. Wayman: assemble Attachments referenced page 37

Delete: pages 15, 30, 32

**New Business:** Mr. Rehrig wanted to let the Committee know that he would be resigning from the CPC after the 2020 Annual Town Meeting. Committee members expressed their

appreciation for the many hours of work and professionalism contributed by Mr. Rehrig during his tenure on the Capital Planning Committee.

**Meeting Adjournment:** The meeting adjourned unanimously at 6:47pm (moved by Mr. Foskett, seconded by Mr. Moore).